

CITY OF BURBANK

POLICE RECORDS MANAGER

DEFINITION

Under general direction, to plan, supervise and coordinate the activities of the Police Records Bureau and other divisional services; and to do related work as required.

ESSENTIAL FUNCTIONS

Supervises the daily operation of the Records Bureau, front desk operations, and property management; develops, implements, and directs policies, programs, and procedures necessary for the efficient operation of assigned functions, including file management; interprets laws and regulations as they relate to assigned duties; maintains the security of records and property, ensuring compliance with the rules and regulations governing access to records, property, and local, state, and federal automated systems; advises and provides assistance to other Police personnel regarding bureau activities and the operation of automated records systems; performs and/or directs the preparation of statistical data and reports; responds to the more complex and difficult requests and inquiries; conducts audits of assigned operations; provides liaison to other law enforcement and state agencies regarding assigned functions; develops, implements and enforces records policies and procedures as mandated by law or Department of Justice/other guidelines; assists in the development of bureau goals, objectives, and priorities; assists with the bureau budget; trains, supervises and evaluates assigned staff; makes effective recommendations regarding hiring, promotion, and transfers; effectively recommends disciplinary action as needed up to and including termination.

MINIMUM QUALIFICATIONS

Employment Standards:

- Knowledge of - automated systems used in municipal law enforcement; knowledge of modern principles, practices, and techniques of police records, property administration, organization, administration, and office management.
- Ability to - effectively supervise and evaluate activities of assigned personnel; ability to keep records and maintain statistics; ability to maintain an updated knowledge of laws, regulations, and policies governing law enforcement records and custody of property; ability to deal constructively with conflict and develop effective resolutions; ability to communicate, understand, and carry out complex assignments from oral and written directions; ability to establish and maintain effective working relationships with supervisors, fellow employees, and the public.

Education/Training: Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for acceptable job performance as determined by the City. Example combination includes, but is not limited to an Associate of Arts Degree with course work in Police Science, Public Administration, or related field and three years of records management experience, including two years in law enforcement records operations and six months in a supervisory capacity. NOTE: Two years of experience may be substituted for every one year of education required.

SUPPLEMENTAL INFORMATION

A valid California Class "C" driver's license or equivalent may be required at time of appointment.